# MELROSE HOUSING AUTHORITY
# REGULAR BOARD MEETING
# NOVEMBER 8, 2022
# PUBLIC SESSION

A regular meeting of the Melrose Housing Authority was held on Tuesday, November 8, 2022, in the Main Office of the Melrose Housing Authority C.J McCarthy building at 910 Main Street, Melrose, Massachusetts 02176 at 7:30 p.m.

1. **Roll Call**

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| Ellen Connolly | Present |
| Charlie Harak | Present |
| Caitlin Robinson | Present |
| Michael Barry | Present |

Commissioner Steven Douglas was absent.

Lisa Young served as clerk. Jim Holt, MHA Executive Director was also present.

Chairman Connolly declared a quorum present.

2. **Minutes Pending Adoption**

The Board of Commissioners reviewed and discussed the August 15, 2022, Regular Board Meeting Minutes. Upon a motion by Caitlin Robinson, duly seconded by Charlie Harak, and unanimously approved, the Board voted to approve the August 15, 2022, Regular Board Meeting Minutes. Chairman Connolly declared the AYES have it.

The Board of Commissioners reviewed and discussed the September 27, 2022, Regular Board Meeting Minutes. Upon a motion by Caitlin Robinson, duly seconded by Charlie Harak, and unanimously approved, the Board voted to approve the September 27, 2022, Regular Board Meeting Minutes. Chairman Connolly declared the AYES have it.

The Board of Commissioners reviewed and discussed the September 27, 2022, MHA Annual Plan Meeting Minutes. Upon a motion by Caitlin Robinson, duly seconded by Charlie Harak, and unanimously approved, the Board voted to approve the September 27, 2022, Regular Board Meeting Minutes. Chairman Connolly declared the AYES have it.

**Tenant Association Representative Participation**

The Board welcomed new Tenant Representative Board Member Mr. Michael Barry. The Board of Commissioners congratulated Mr. Barry on his appointment as a new board member.

3. **Communications**

Nothing to Report

5. **Report of the Executive Director**

a. State-Aided Elderly /Handicapped Programs 667-1/2
Elderly/Family Housing 667/705/AHVP

(i.) September/October 2022 Vacancy Report

As of October 31, 2022, there are currently 17 vacant units. A non-elder/disabled list was pulled today, and we are working with applicants from another list that was previously pulled.

There is one AHVP voucher holder who is from the nursing home pilot program that just recently found a unit. We are in the process of leasing the individual up.

There are three 705 units that are offline. Report was received and placed on file.

Special Needs Housing Program (689)

Nothing to Report

b. Rental Assistance (Section 8/MRVP/DMH/PBV)

(i.) October/November 1, 2022 Report

As of November 1, 2022, there are 238 HCV vouchers leased out of 244 for the Section 8 program. The MHA received four additional HCV vouchers from HUD. There are 55 out of 57 PBV vouchers leased up.

(ii) FY23 HCV Payment Standards

Mr. Holt is seeking the Board's approval to adopt the FY2023 Payment Standards for the Section 8 program.

Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to approve the payment standards for a 0-Bedroom at $2,025.00. Chairman Connolly declared the AYES have it.

Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to approve the payment standards for a 1-Bedroom at $2,198.00. Chairman Connolly declared the AYES have it.

Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to approve the payment standards for a 2-Bedroom at $2,635.00. Chairman Connolly declared the AYES have it.

Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to approve the payment standards for a 3-Bedroom at $3,207.00. Chairman Connolly declared the AYES have it.

Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to approve the payment standards for a 4-Bedroom at $3,540.00. Chairman Connolly declared the AYES have it.

Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to approve the payment standards for a 5-Bedroom at $4,071.00. Chairman Connolly declared the AYES have it.

The Board of Commissioners must now approve the payment standards for the other jurisdictions that have MHA voucher holders residing in them. Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to approve the proposed FY23 payment standards for the other jurisdictions as presented. Chairman Connolly declared the AYES have it.

These payment standards will take effect on January 1, 2023.

c. Financial Administrator's Report

(i.) Approval of Disbursements- August & September 2022

The Board of Commissioners reviewed and discussed the financial report for August 2022. Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to approve the August 2022 disbursements in the amount of $602,952.93. Chairman Connolly declared the AYES have it.

The Board of Commissioners reviewed and discussed the financial report for September 2022. Upon a motion by Caitlin Robinson, duly seconded by Charlie Harak and unanimously approved, the Board voted to approve the September 2022 disbursements in the amount of $560,002.14. Chairman Connolly declared the AYES have it.

(ii.) Review of Disbursements- October 2022

The Board of Commissioners briefly reviewed the preliminary disbursements for October 2022. The report will be placed on file to be discussed and approved next month.

d. Personnel

(i) Mechanic/Laborer position

The MHA received a total of 97 resumes for the Mechanic/Laborer position. The screening committee selected 20 applicants for an interview. Out of the 20 selected applicants, there was no response from 8 of them. Of the 12 remaining applicants, the MHA interviewed 7. There were 5 applicants who did not show up for their scheduled interview. The screening committee unanimously selected Kyle Cutone and Sotirios Georgiopoulos for the Mechanic/Laborer positions.

Current MHA maintenance employee, Anthony Cappuccio gave his 2 weeks' notice to Jim Holt that he is leaving the MHA. Jim Holt was made aware by Wakefield Housing Authority that they were hiring for maintenance. Jim asked Wakefield to forward us the resumes of the applicants who were not selected for the job. Jim Holt also reached out to former MHA Director of Maintenance, Anthony Merluzzi to see if he would come back to the MHA. Jim will follow-up with Anthony on his decision. Report was received and placed on file.

e. All other matters that may be presented

(ii) Steele House Fire Alarm Panel Replacement

The low bidder for this project was Brothers Electrical, Inc. with a bid amount of $993,000.00. References were checked and were all favorable. Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to approve and accept Brothers Electrical with a bid of $993,000.00. Chairman Connolly declared the AYES have it.

(iii) LEAN program

The Low-Income Energy Affordability Network (LEAN) Program is the administrator of the utility funded energy efficiency program for low-income multifamily properties. MHA has been approved to have work done at several properties including 919 Main St, 2 Trenton and 319 Washington St., 487- 489 Lebanon St, Steele House, and the McCarthy building. This work will include the installation of flow aerators, air sealing, new thermostats, and insulation. This is free of charge paid for by National Grid.

(iv) Collection Losses

Jim Holt is seeking the Boards approval to write off losses for the 667-1 program and 667-2 program for a total amount of $9,943.00. Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to approve the write off losses for the 667-1 & 667-2 program in the total amount of $9,943.00. Chairman Connolly declared the AYES have it.

Jim Holt is seeking the Boards approval to write off losses for the Section 8 program for a total amount of $2,434.00. Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to approve the write off losses for the Section 8 program in the total amount of $2,434.00. Chairman Connolly declared the AYES have it.

(v) CFA Amendment

The MHA was awarded $69,338.98 in FY22 Energy Conservation Sustainability Initiative (CFA 5010) from DHCD. Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to accept and approve the FY22 Energy Conservation Sustainability Initiative award in the amount of $69,338.98. Chairman Connolly declared the AYES have it.

The MHA was awarded $2,388,286.00 in ARPA funds (CFA 4050) from DHCD. Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to accept and approve the ARPA funds award in the amount of $2,388.286.00. Chairman Connolly declared the AYES have it.

The MHA was awarded $304,873.00 in ARPA Formula Funding (CFA 4001) from DHCD. Upon a motion by Charlie Harak, duly seconded by Caitlin Robinson and unanimously approved, the Board voted to accept and approve the ARPA Formula Funding award in the amount of $304,873.00. Chairman Connolly declared the AYES have it.

**6. Report of the Maintenance Department**

(i) September & October 2022 Report

The Board reviewed the Maintenance report for September & October 2022. Elevator inspections were conducted at McCarthy and Steele House on 9/1/22. American K-9 bed bug inspection dogs were at the McCarthy on 10/25/22 and at the Steele House on 10/26/22. Both buildings were clear. Wayne's Drains conducted 60-day preventative maintenance on the main drains at McCarthy and 919 Main St. on 10/21/22. Report was received and placed on file.

**7. Report of Committees**

Nothing to Report

**8. Unfinished Business**

Nothing to Report

**9. New Business**

(i) FY21 Audit- Mike Guyder

Mike Guyder and Russell Knapp from Marcum were present via Zoom for this portion of the board meeting to discuss the MHA's FY21 audit. The MHA received a qualified opinion due to the GASB-68 valuation reporting not being done within the required timeframe. This does not impact the financials of the MHA. There was a decrease in the total net position of the MHA from the previous year from 3.8 million to 3.3 million. This was due to a decrease in CARES Act funding and the result of fluctuations in the actuarial valuations of the liabilities and the change in the value of pension assets. Overall, the MHA is in a good financial position.

**10. Litigation or Possible Litigation**

Nothing to Report

**11. Adjournment**

The Board voted to adjourn from the MHA Regular Public Board Meeting at 8:40 p.m. The next MHA Regular Public Board Meeting is scheduled for Tuesday, December 13, 2022, at 7:30 p.m.

Respectfully Submitted:

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James Holt, Executive Director